

COMPUTER ERGONOMICS

Ergonomics involves arranging, adapting, and adjusting your work environment to promote comfort and efficiency. Practicing good posture is also very important. Are you comfortable at your workstation? Review the items below to see if you can add to your comfort and efficiency.

✓ SCREEN

Keep the top of the screen at or just below eye level, approximately 16 - 22 inches away.

✓ CHAIR

Learn the adjustments on your chair. Keep back supported, feet flat on floor or use foot rest, if needed. Knees at approximately 90° when seated, with lower legs perpendicular to floor. Legs should be able to move freely under your desk.

✓ KEYBOARD

Place keyboard at a height so wrists are straight and elbows approximately 90° . A wrist rest may provide additional support to wrists. Maintain a light touch on the keyboard.

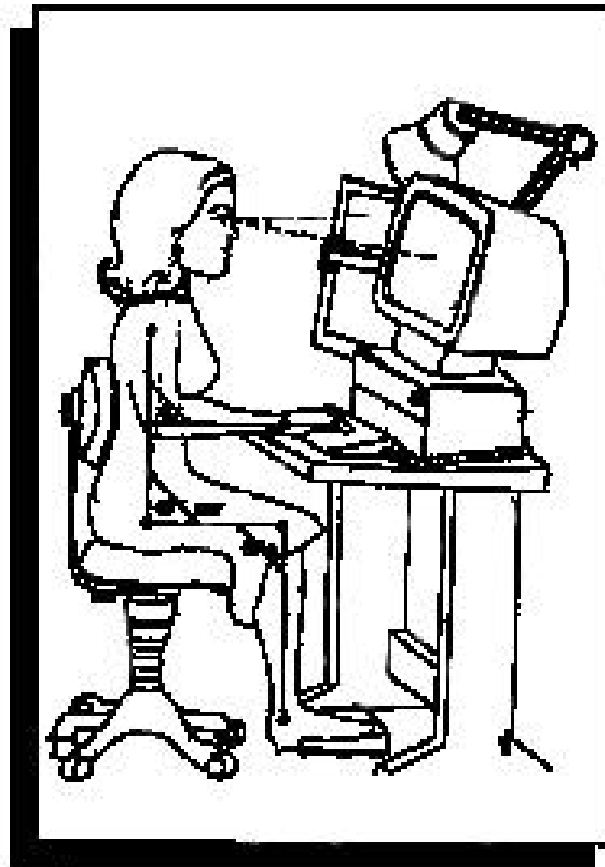
✓ DOCUMENT HOLDER

Place document holder and screen at the same height and distance.

✓ CHANGE POSITIONS

Frequently shift positions to release tension on body.

✓ EYE COMFORT



Reduce glare by controlling light from uncovered windows. Set computer at right angle to a window. Adjust inside lighting or reposition computer to eliminate glare. A glare screen might assist. Frequently refocus eyes on objects far away. Uncorrected vision problems can cause eye strain; see your doctor!

✓ ORGANIZE WORK AREA

Keep most frequently used items such as telephone and calculator within easy reach.

✓ EXERCISE

Warm-up before work by doing simple exercises. Micro-breaks throughout the day can help energize the body and relieve muscle tension.

✓ COMMUNICATION/TRAINING

Employee involvement in the equipment selection process; communication between employee and supervisor; user friendly software; and training can help maintain stress levels and provide for a productive work environment.

